

**Frederick County Commission For Women  
Minutes  
October 11, 2011**

**Present:** President Vivian Laxton, Vice President Sharon Dobson, Past President Jennifer Charlton-Shuldes, Treasurer Valerie Dougherty, Recorder Jamie Shopland, Commissioner Christine Ferguson, Commissioner Cher Woehl, Commissioner Olga Hernandez-Smith, Commissioner Diana Halleman, Commissioner Susan Mender, Commissioner Hebba Hassanein, Commissioner Linda Roth, Commissioner Tish Honse, Commissioner Christine Ferguson, and Commissioner Shallome Walters

Intern Sara Kroske

**Absent:** Commissioner Lisa Gritton

**Guests:** Kaprece James of Delta Sigma Theta Sorority, Teresa Smith, Leslie Barnes of Citizens Services, Veronica Gardener, and Kate Charuhas

**Quorum:** FCCFW By-Laws Section 3. Membership Quorum: A majority of the Members in office shall constitute a quorum for the transaction of regular business. Quorum set at 8.

- 1. Meeting was called to order by President Vivian Laxton at 7:02 p.m.**
- 2. President's Report and Announcements**
  - a. Introduction of Commissioners and Guests**
  - b. Approval of September Minutes:** Commissioner Hebba Hassanein moved to approve the minutes as corrected. The motion passed by majority vote.
  - c. Mail Call**
    - i. President Vivian Laxton called for nominations for the Women's Hall of Fame application due 10/21/11. Members offered the names of Hollie Kirsten and Theresa Daytner. President Vivian Laxton stated that the nominations will be handled via e-mail.
    - ii. President Vivian Laxton read a letter from BOCC regarding their upcoming legislative package.
- 3. Hospice Presentation -** Kate Charuhas delivered a presentation on the services offered by Hospice and asked that the Commission be an advocate for Hospice in the community. They are looking to connect to more diverse populations in the County.
- 4. Treasurer's Report**
  - a.** Treasurer Valerie Dougherty delivered the Treasurer's report and notified the membership that we received a \$50 donation.
  - b.** There was discussion that the Commission needs to identify procedures and policies for private giving. In the meantime, a personal thank you note should be sent to individual donors.
  - c.** Purchasing/Office Max – The Commission can utilize the county's reduced rate for office supplies. The Executive Committee is designating a person for office supply orders. Any requests for office supplies need to be e-mailed to Vice President Sharon Dobson.
- 5. Committee Reports -** Reports were delivered by Legislative, Recruiting, Marketing, Outreach, and Volunteer Committees
  - a. Legislative Committee**

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- i. The committee gave a briefing on the upcoming charter board presentation to be held October 17.
- ii. General discussion was had concerning the BoCC's legislative agenda. Issues of strangulation, gun permits, and human trafficking may be issues on which to guide the BoCC. Past President Jennifer Charlton-Shuldes will contact the sheriff's office to inquire about gun statistics as it relates to women.

**b. Recruitment Committee**

**c. Volunteer Committee**

- i. There was discussion that the Commission should host an end of year reception to recognize volunteers for their support.
- ii. The suggestion to conduct exit interviews for volunteers was made.
- iii. A request was made to distribute a volunteer hour tracking sheet to commissioners.

**6. Special Events Reports**

- a. Women Owned Business Directory** – This project is no longer viable at this time. The website vendor cannot meet the County's insurance requirements of Errors and Omissions as well as cyber insurance.

- b. Maryland Women's Conference**

- i. Conference chair Jennifer Charlton-Shuldes delivered a status report and sought support from the membership to help with the Mind Your Business Ps & Qs Panel. Commissioner Linda Roth agreed to assist with the panel.
  - ii. Commissioner Susan Mender will forward the 2-sided conference brochure to volunteers.

- c. LPGA Golf Tournament**

- i. Past President Jennifer Charlton-Shuldes will provide Commissioners Shallome Walters and Christine Ferguson request an official tournament letter to provide to their companies regarding sponsorship.

- d. 20<sup>th</sup> Anniversary**

- i. This event will be held in October 2012 and chaired by Commissioners Christine Ferguson and Cher Woehl.
  - ii. The chairs request that the membership send suggestions/ideas for an event purpose and theme by Monday, October 31.

**7. Consent Agenda**

- a.** Commissioner Diana Halleman moved to accept the consent agenda as amended. Motion passed by majority vote.

**8. New Business** – No new business was identified.

**9. Old Business**

- a.** Ad hoc committee formation regarding fundraising should now include Commissioner Shellome Walters as a member and Commissioner Hebba Hassanein as an advisor in a legal capacity.
- b.** Business cards were discussed and it was determined that we needed to confer with Commissioner Lisa Gritton on the status of ordering the cards.

**10. The meeting adjourned at 9:02 p.m.**

**11. The next Public Meeting is Tuesday, November 8, 2011.**

**Jamie Shopland, Recorder**